

## **BUDGET ANALYST 2**

**SUMMARY:** Under general supervision, is responsible for professional budget analytic work of average difficulty; and performs related work as required.

### **DISTINGUISHING FEATURES:**

1. Assists in developing instructions, supplementary to those prepared by the Department of Finance and Administration, and distributes both to operating unit managers; assists in the explanation of budget document needs and methods for proper preparation of estimates and detail; obtains facts on details of organization and costs and utilizes such information in budget preparation and administration; examines budget estimates for completeness, accuracy, and conformance with procedures, regulations, and prevailing practice.
2. Assembles fiscal and statistical data for use in budgetary evaluations and budget hearings; attends budget hearings; maintains files of budgetary information.
3. Performs budget maintenance activities and analysis by reviewing periodic and other budgeting and accounting reports for the purpose of maintaining expenditure controls; works with counterparts in Finance and Administration in reviewing state of the budget and resolving problems thereto; works closely with operating department managers and others in achieving the proper maintenance of the budget.
4. Examines requests for budget revision; recommends approval or denial; drafts correspondence and reports in support or denial of revisions.
5. Analyzes appropriation bills and evaluates the possible effects on departmental program and fiscal operations; performs staff work and analysis relative to budgetary and fiscal matters.
6. Keeps detailed records of expenditures to ensure the proper use of funds; prepares special financial reports as required; prepares reports on expenditure and encumbrance.
7. May direct the work of sub-professional staff assigned to assist in record keeping and related duties; may assist in training less experienced professional staff.

**EDUCATION AND EXPERIENCE:** Graduation from an accredited college or university with a bachelor's degree and experience equivalent to one year of full-time professional budget analytic experience; qualifying full-time professional experience in analytic work may be substituted for the required education, on a year-for-year basis, to a maximum of four years; additional graduate coursework in business administration, public administration or other related acceptable field may be substituted for the required experience; OR one year of experience as an Analyst 1, in the budget analytic assignment, with the State of Tennessee.

**COMPENSATION INFORMATION:** \$2,531.00-\$4,051.00 monthly or \$30,372.00-\$48,612.00 annually-Negotiable-Commensurate with Qualifications.

**HOW TO APPLY:** Applicants may log on to the DHS website at: [www.tn.gov/humanserv/](http://www.tn.gov/humanserv/) and click on Jobs@ DHS. Resumes can be emailed to [zenola.diggs@tn.gov](mailto:zenola.diggs@tn.gov) and must be received by 5:00 p.m. on or before May 15, 2012. **No phone calls please.**